



Fides Caritas Unitas



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley

Person Specification

Senior Librarian

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths to at least grade C or equivalent 	<ul style="list-style-type: none"> Degree to Hons level Professional Library Qualification CILIP Membership.
Experience	<ul style="list-style-type: none"> Extensive school library experience, especially with 11-18 year old students. Using library management systems for operations and management. Providing online and digital resources to support students' learning and research, and to support staff members. Promoting, developing and supporting research and information discipline and relevant resources to students (to staff would be beneficial). Supporting Project Qualifications (at KS3 –KS5) Managing and developing library staff, team development and performance. 	<ul style="list-style-type: none"> Experience of library resource planning and management, including budgets staffing and facilities.

<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • A strong interest in, and knowledge of the latest developments in school libraries. • Strong IT skills in spreadsheet use for analysis, use of library applications and online resources. • Knowledge of young adult and adult fiction, and of promoting reading for pleasure. • Strong organisation and time management skills. • Strong intra-personal and interpersonal. • Ability to inspire, support, encourage students of all ages, and manage appropriate behaviour in a positive, supporting manner. • Ability to integrate library services and priorities with teaching staff in a supporting manner • Ability to exert influence toward positive outcomes in a non-confrontational manner, with students and staff. 	
<p>Aptitudes/Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and the welfare of students. • Commitment to improving reading for pleasure, information literacy and related information society skills. • Ability to work as part of a team, and to build trust and openness. • Inspiring colleagues to deliver excellent, caring services to students and staff. • Understanding and sensitivity to time, work priorities and pressures on teaching staff. • Open-minded, forward thinking approach to the positive use of technology in education and as citizens in a developing information society. • Willingness to be involved in the wider life of school. 	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • To be flexible and able to remain calm and professional under pressure • Support and contribute to the school's Catholic Ethos. • Gain the confidence of colleagues, students and parents • To be self-reflective, with the ability and desire to improve own performance • Able to work effectively in a team • To be enthusiastic and resilient with a good sense of humour • High personal standards – <ul style="list-style-type: none"> Dress, conduct and presentation Discretion, courtesy, honesty and integrity Reliable, punctual, diligent and well organised 	<ul style="list-style-type: none"> • To be creative.
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The post is subject to enhanced DBS clearance.